

MINUTES OF EXECUTIVE COMMITTEE OF THE AUCKLAND BRIDGE CLUB HELD IN THE CLUB ROOMS, 273 REMUERA ROAD, AUCKLAND ON 23rd JULY AT 5.30PM

APOLOGIES: J Wilson, T Scorer, A Hopkins

PRESENT: R Watt, A Morris, J Collins, A Fitzgerald, T Lewis, P Mulligan, G Mansell, F McRae, R Sweetman, J Atkinson

R Watt thanked Angie and Tracey for Friday Quiz night.

MINUTES: The minutes of the previous meeting held on 18th June having been circulated, were taken as read and approved.

A Fitzgerald, P Mulligan

MATTERS ARISING: **Teachers Meeting:** A report was circulated at the meeting.
NZB-Web Design: A Morris to write an appropriate letter to the Board. Copy to be sent
Teaching: Deferred to October meeting
Fire Plan: This is still under action.
LOGO: John Collins to follow-up.

CORRESPONDENCE INWARDS –
1 NZB Minutes
2 NZB B Re Gerry Palmer

MANAGERS REPORT:

New Members : Catherine Bennett, Angela Butterworth, Brian Cossar, Maria Fair, Mark Finlayson, Jeremy Fraser-Hoskin, Claire Heasley, Murray Lander, Colleen Simmonds, Ken Whetton, Maureen Williams, Veronica Voordouw

Obituary: Isabel Paterson, Elisabeth Van Hees, Brian Beynon(xmember), Lesley Adams (X member)

MEMBERSHIP: Membership is 715. This is the 13 less than last year.

The 2011 class we have 20 attendees that did not join, and we still have 37 of the 2012 class that haven't joined. We have 27 new members from the 2011 classes and 7 to date from 2012 classes. Table numbers are lower than last year.

TOURNAMENT: The WTV was a success, with Steph Jacob posting positive comments on Facebook. **CALENDAR:** The 2013 calendar will be started shortly. Dates to be reviewed are: Presidents day or night, Tournaments, Lessons

SPONSORSHIP: Sponsors need to be contacted and confirmed for 2013 and any new possible sponsors approached. Please speak to Tracey. **ADVERTISING:** Businesses need to be contacted and confirmed for 2013 and any new possible advertisers approached. Please speak to Pauline.

STATUTORY: Bar licence renewal will be close to completion. However, this has raised some compliance issues which are being addressed. Fire Evacuation Plan – This is a statutory requirement for any building that may host a public gathering of 100+people as well as other criteria. A fire plan is being worked on and required signage being obtained.

STAFF: Jan Ashwell has agreed to work part-time in the office. Her duties will be banking and membership. She is also able to assist with accounting issues and fill in during my absence as required.

COMPUTERS: These are still to be set up. I will be speaking to D Mitchell next week

GROWTH PLAN: I am anticipating we will finish our current vouchers in September. This will mean the use of new vouchers from that point. The current system can continue until the introduction of the new plan.

To introduce the new plan for vouchers with names and expiry dates, the accounting requirements have to be met. As the vouchers are effectively currency for the Club it is important that opportunity for fraud is minimised, preferably within current staffing restraints. To add the names will mean a longer processing period, and for door sales this may be counter-productive. This could be solved with training and/or appropriate software. The current system does not work on an expiry date, but when the vouchers are printed, different colours are used each time to allow for the writing off of outstanding vouchers over time. This is effectively an expiry date of 12-18months after purchase. Current vouchers that are only being used infrequently were purchased February or earlier. The majority of vouchers are used promptly.

For door sales and gifting, the minimum purchase needs to be 5-10 vouchers. There are daytime members who will only purchase 5 at a time as they might not be around to use any more. Most door sales are 10 vouchers, with 2-3 members regularly purchasing 20-25. Gift vouchers are normally purchased at 5 at a time.

Treasurers Report

The financial report compiled by the Manager was circulated prior to the meeting. The high increase in cleaning costs was highlighted. A study of the expenses in this account for the year showed no untoward costs. The explanation is that these cpsts directly relate to the higher use of the rooms. However, a quote for materials will be arranged from 3 different suppliers.

CONFIRMATION OF ACCOUNTS

RESOLVED; The payables be approved; **G Mansell, A Morris**

Reports

Governance: Agreements for J Atkinson and P Carter still to be finalised.

Insurance: The Business Interruption Policy has been increased to reflect requirements .

Events: Quiz night raised in excess of \$5000. The funds from this are to be spent on a specific purpose. Screens for the rooms was suggested.

Discussion regarding stools/tables arose. T Lewis to assess what was available.

AS the event was so successful over the past two years it is proposed that it is an

annual event to be held about May. Dates to be confirmed by the September meeting for the Calendar.

Tracey and Angie will also run a potato trade-up early in the new year. This will be publicised before the start by newsletter. Angie also discussed "Donate your desktop". She has contacted the organisers and will report to the next meeting.

AGM: RESOLVED: The subscription be increased to \$100.00(GST inc) for the year 1/1/2013-31/12/2013, to be discounted to \$80.00 (GST inc) if paid by 31st January 2013. It is to be noted that the subscription EXCLUDES the levy to New Zealand Bridge which is currently \$16.00 (GST inc).

R Watt, F McRae.

DATE OF MEETING: NEXT 27th August 5.30pm

Date: